25 February 1985

MEMORANDUM FOR: DCI Personnel Officer FROM: J. Kenneth McDonald Chief, DCI History Staff SUBJECT: Hiring Grade and Step Levels 1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to GS-13.	DCI Personnel Officer J. Kenneth McDonald Chief, DCI History Staff SUBJECT: Hiring Grade and Step Levels 1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	DCI Personnel Officer J. Kenneth McDonald Chief, DCI History Staff SUBJECT: Hiring Grade and Step Levels 1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to		J. Kenneth McDonald	
Chief, DCI History Staff SUBJECT: Hiring Grade and Step Levels 1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	Chief, DCI History Staff SUBJECT: Hiring Grade and Step Levels 1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	Chief, DCI History Staff SUBJECT: Hiring Grade and Step Levels 1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	FROM:	J. Kenneth McDonald	
1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to		Chief, but history sour.	
following candidates to initiate processing for our three d3-13 starr Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	following candidates to initiate processing for our three ds-13 start Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	following candidates to initiate processing for our three ds-13 start Historian vacancies: 2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	SUBJECT:	Hiring Grade and Step Levels	
negotiated grade and step levels for each of them, subject to the approvalor of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	negotiated grade and step levels for each of them, subject to the approvalor of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	negotiated grade and step levels for each of them, subject to the approvalor of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to	following candid	dates to initiate processing for our three d3-13 3tail	
			negotiated grad of the head of into account (a desire to appoi	e and step levels for each of them, subject to the approval the "E" career service. I arrived at these levels by taking the superiorse and present salary levels: and (b) my	
6. I would be grateful if you could take the necessary steps to get	6. I would be grateful if you could take the necessary steps to get		these grade an	d step levels approved.	
6. I would be grateful if you could take the necessary steps to get these grade and step levels approved.	these grade and step levels approved.	these grade and step levels approved.	hution:	/s/ J. Kenneth Mobolita	
these grade and step levels approved. Talkenneth McDonald Tal	these grade and step levels approved. The state of the step levels approved The state of the step levels approved The state of the step levels approved The state of	these grade and step levels approved. bution: bution:	ig – Addressee		

STAT

ADMINISTRATIVE -- INTERNAL USE ONLY